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SUBJ: Support School Weekly Report, Continued  
23 - 27 March 1970

The Foreign Service Institute, through Mr. James Ennis, State Department member of the United States Intelligence Board's Education and Training subcommittee, has asked to view the film: Man and the Computer: A Perspective. This film was purchased by the Support School for use in the Support Information Processing Systems (SIPS) presentation in the Support Services Review: Trends and Highlights course. Deputy Chief, Support School - Administrative Training had shown the film to the USIB Education and Training Subcommittee of which he is a member - thus the genesis of the request.

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[REDACTED] joined us on Monday. She will succeed [REDACTED] as our second girl - [REDACTED]  
has in turn succeeded [REDACTED] now secretary to the Chief, Support School. Sarah will be nineteen on the 28th of March 1970. Following graduation from High School in the spring of 1969, she attended Airline School. Upon graduation she was offered a position in an airline office in Chicago but chose instead to come to Washington, D.C. and work for the Agency.

## 2. CLERICAL TRAINING

The refresher course, offered by Clerical Training commenced on Monday with nine students in intermediate shorthand training, six in the advanced group, and seven in the typing class.

Clerical Training has ordered several cassette players for experimental use by selected students during Induction and Orientation training courses. The intent is to explore new ways of offering practice opportunities in shorthand during the work day and, eventually, to enable selected students to sign-out cassettes and players for weekend and evening study.

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3. FIELD FINANCE AND LOGISTICS

A special running of the Logistics portion of the Field Finance and Logistics course is being conducted for Office of Logistics careerists scheduled for overseas assignment in the near future.

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Chief, Support School  
Office of Training

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